



RPM

DEVELOPMENT GROUP

77 Park Street, Montclair, NJ 07042

www.RentAtRPM.com 973-744-5410

Rental Application Checklist

- The application must be completed online (RentCafe)
- The application will not be considered complete until all documents are submitted
- A non-refundable application fee of \$30/applicant
- Copies of government-issued ID for all persons over 18
 - Exp: driver's license, passport, Military ID, non-driver ID
- Copies of birth certificates and social security cards for all household members
- Copies of school letters verifying enrollment for all adult (18 years or older) household members attending school (example, college, university, training programs)
- Self-affidavit stating the last date of employment for any previous jobs listed on the application or the current tax return
- Marriage or domestic partnership certificate (if applicable)
- Proof of legal custody or guardianship of all minors (if you are not listed on the birth certificate)

Household Employment Income

- Last 4-6 most recent consecutive pay stubs
 - Must have been employed for at least 90 days
- W-2s: Copies of the previous year's W-2 forms (all pages) from all employers
- Form 1099-MISC (income from self-employment, freelance work, investment, or other non-employee sources) – all pages
- Copies of signed & completed most recent year's federal and state tax returns, including all schedules
- If paid in cash, proof of cash payments:
 - Notarized letters from employers
 - Bank statements that support deposits

For each household member who has had a business or has been self-employed for at least the previous 3 years, provide:

- Copies of three (3) years of signed Form 1040, with schedule C, E, or F
- Copies of all 1099s of the prior year
- Copies of last year's state tax returns

- An estimated projection of GROSS and NET self-employment income. CPA letter or tax preparer statement on letterhead, or notarized self-statement. Copies of expenses, receipts, and other backup documentation may be required.

For each household member with a business or self-employed for less than two (2) years, provide:

- An estimated projection of GROSS and NET self-employment income. CPA letter or tax preparer statement on letterhead, or notarized self-statement.
- All third-party documentation supporting the estimate (i.e., receipts, records of expenses, invoices, deposits, canceled checks, etc.).

Household Income from Other Sources (must display the ability to afford the rent for 12 months).

- Current valid Housing Choice Voucher (Section 8) or proof of another rental subsidy
- Social Security Award letter(s) for the most recent calendar year (dated less than 120 days) OR current/recent check stub including gross amount awarded
- Veteran's Benefits or similar (i.e., Military Pay) must be dated less than 120 days, OR current/recent check stub indicating the gross amount awarded
- Pension letter (dated less than 120 days) OR current/recent check stub including gross amount awarded
- Unemployment Payment history from NJ Department of Labor Online System:
(Unemployment Verification: <https://www.nj.gov/labor/myunemployment/>)
- Receiving recurring contributions and/or gifts? Do you receive other forms of periodic income?
 - Provide notarized statements and/or affidavits signed by the person assisting, including the purpose of the income, dates, and value of gift(s), and how often the gift is provided (weekly, monthly, annually)
- Dividends and/or annuities
 - Copies of statements from the issuing institution(s)
- Alimony and/or child support
 - Copies of the separation agreement(s) stating the amount and type of support and payment schedule, OR
 - Copies of any official statement or print-out (dated within the last 120 days and showing activity and amounts) OR
 - A notarized affidavit from the applicant or payee indicating the support amount and frequency. Supporting documentation may be required.
 - Child support:
 - Provide a copy of the court order or case number (**njchildsupport.org**)
 - A notarized letter from the other parent stating the amount and frequency
 - Proof of no child support case can be obtained here:
(<https://www.njchildsupport.org/Services-Programs/LOCATE-LOCAL-COUNTY-OFFICES.aspx>)

Federal Tax Return Documents & Education Credits (Form 8863 – if applicable)

- Form 1040 (federal form to calculate your taxable income and tax on that income):
 - Provide a copy of the most recent federal tax return for each household member 18 years and older (all pages)
 - *Self-prepared tax returns are not accepted*
 - Request a copy of your tax return or a transcript via the Internal Revenue Service (IRS):
 - [Get your tax records and transcripts | Internal Revenue Service](#) or
 - [Contact your local IRS office | Internal Revenue Service](#)
 - IRS automated system: 1-800-908-9946
- Form 4506-T (non-filer): provide proof of non-filing

Household Assets

- Last six (6) most recent checking account statements (all pages – even the blanks)
- Most recent Savings account statements (all pages – even the blanks)
- Most recent statements for any other deposits
 - Exp: money markets, e-banking such as Venmo, Cash App, PayPal, Apple Pay
- Most recent investors' statements for stocks and bonds
- Most recent statements for all other investment accounts, i.e., 401K, IRA,
- Most recent statement for life insurance policies (whole term life)
- Estimated current value of real estate or other investment property, most recent mortgage bill.
 - If selling: price, estimated broker's fee, and closing costs.